

4th Estate Summit



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October 26 – 27, 2010

ASM RESEARCH

Information Solutions

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**Document Upload
Capability
for
Application for
Certification**

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DoD Warning & Usage Statement





**Announcements**

2 Jun 2006

[CFC test](#)

1 Jun 2006

[ALL TEST](#)[View All Messages](#)

Defense Commissary Agency (DeCA) 			
Social Security No:	...	-	...
Date Of Birth:	Jan 	01 	1930 

**Welcome to ACQTAS for Career Field Certification!**

Employee logs on to the Career Field Certification site.

Student Menu[Update Profile](#)[Certification History](#)[Certification Application](#)[Application Status](#)[Resend Approval Request Email](#)[Training History](#)[Frequently Asked Questions](#)**Links**[DAU's Certification Checklists](#)[ACQTAS for DAU](#)[ACQTAS for CL](#)[ACQTAS for Defense Acquisition Corps](#)[DoD Warning & Usage Statement](#)**Registrant Profile**

Please review and update registrant profile information as necessary. Press the 'Update Profile' button at the bottom of the page to process the update. Please verify all information for accuracy, especially Organization. Incorrect information in these fields may cause your application to be delayed or denied.

Important! Fields marked with an asterisk (*) are auto populated from DCPDS through Data Mart. If there is any missing or incorrect data in your profile, you may request correction through your supervisor and Human Resource (HR) Department. Once DCPDS has been corrected, your profile will reflect updated information.

Registrant Information

SSN: 123-12-1234 Date of Birth: 1/1/1930

*First Name: TEST *Middle Initial: D *Last Name: SMITH

Registrant Contact Information

Organization: Defense Commissary Agency (DeCA)

Work Phone: 703 - 555 - 5555 ext. DSN: - ext.

Important: Since ACQTAS uses email to notify registrants, ensure you enter your correct email address. If it is not entered correctly, you will not be informed about your certification.

Email: **Supervisor Contact Information**Supervisor: Phone: 555 - 555 - 5555 ext.

Important! Please ensure you enter your supervisor's correct email address. If the address is entered incorrectly, your application will not be processed.

Email:

Employee verifies the information on their profile.

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ACQTAS for Career Field Certification



Please make a selection from the menu on the left

Announcements

2 Jun 2006

[CFC test](#)

1 Jun 2006

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Employee selects “Certification Application” on the menu.

ACQTAS for Career Field Certification

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Career Field Selection

Career Field Selection	
Career Field	Certification Level Pursued
<div><div>▼</div><div>BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT CONTRACTING FACILITIES ENGINEERING INDUSTRIAL PROPERTY MGT. INFORMATION TECHNOLOGY LIFE CYCLE LOGISTICS PRODUCTION, QUALITY AND MANUFACTURING PROGRAM MANAGEMENT PURCHASING SYSTEMS PLANNING, RD&E - SCIENCE & TECHNOLOGY SYSTEMS PLANNING, RD&E - SYSTEMS ENGINEERING SYSTEMS SUSTAINMENT MANAGEMENT TEST & EVALUATION</div></div>	<div><div>▼</div></div>

[email us now.](#)

E ONLY

Employee selects the Career Field.

ACQTAS for Career Field Certification

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Career Field Selection

Career Field Selection	
Career Field	Certification Level Pursued
CONTRACTING	I

Continue >>

[Questions? Problems? Suggestions? Please email us now.](#)

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Employee selects the Certification Level.

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Certification Checklist

If you check the box under Training that indicates you have met all or part of the training requirement through alternate methods, you will be required to provide additional details later in the application process. When you have checked all requirements that have been met, press the 'Continue' button to continue the application process. The certification request process will stop if either the Experience or Training boxes are not checked.

CONTRACTING - Level II

Check each mandatory requirement that has been met. Each mandatory requirement must be met for certification to be approved.

<input checked="" type="checkbox"/>	Education
	Baccalaureate degree At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (Desired) Graduate studies in business administration or procurement
<input checked="" type="checkbox"/>	Experience
	Up to 12 months of education in acquisition may be counted toward fulfilling the experience standard required for certification 2 years of contracting experience (Desired) An additional 2 years of contracting experience
<input checked="" type="checkbox"/>	Training
	CON 202 Intermediate Contracting [PGE] CON 204 Intermediate Contract Pricing [BU6] CON 210 Government Contract Law [BDP] 2 Electives
<input checked="" type="checkbox"/>	I have not completed all of the above training courses, however, for those that I have not completed I have met the training requirement through the fulfillment program and/or equivalent training and/or academic courses.

Continue

[Questions? Problems? Suggestions? Please email us now.](#)

Employee completes the Career Field and Level Checklist.

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Fulfillment/Equivalent Training Description

You previously indicated that you have met the training requirement for Career Field Certification through the fulfillment program or equivalent training. Please provide the appropriate information below and press the 'Continue' button at the bottom of the page to continue the application process.

Fulfillment Program

For each training course met by the fulfillment program, please provide the training course and the date the fulfillment was approved. Register-Now! will automatically populate this field with all fulfillments we have on record. Please augment or delete as necessary.

Equivalent Training

For each training course met by equivalent training, please provide the training course, the name of the equivalent training (include course number if applicable), the name of the institution where the training occurred, the start and end dates of the training, and the grade you received.



Employee indicated equivalent training.

Student Menu

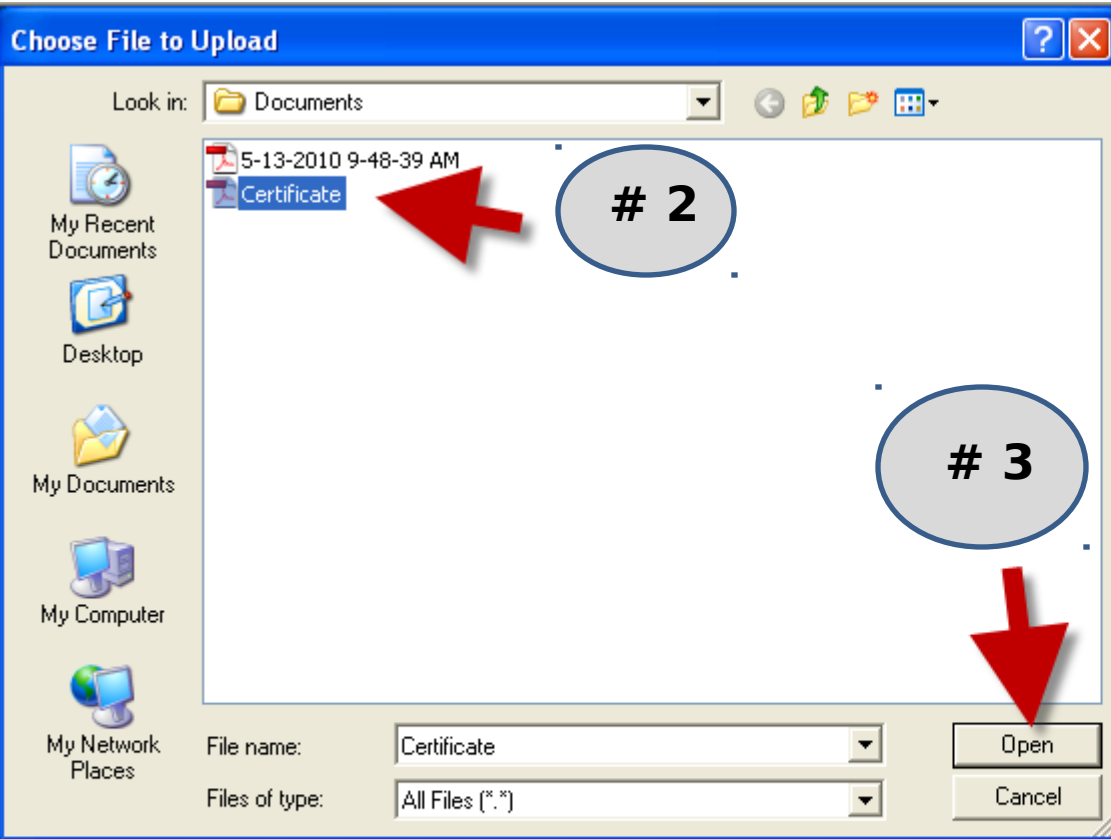
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Certification Documents

You will be required to provide additional documentations. When you have uploaded documents for all requirements that have been met, press the 'Continue' button to continue the application process. The certification request process will stop if either the Experience or Training documents are not uploaded.

CONTRACTING - Level 2	
Upload documents for each mandatory requirement that has been met. Each mandatory requirement must be met for certification to be approved.	
Education	
Attach Supporting Documentation (optional)	
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload File"/>
Experience	
Attach Supporting Documentation (optional)	
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload File"/>
Training	
Attach Supporting Documentation (optional)	
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload File"/>
<input type="button" value="Continue"/>	

New Document Upload Capability



When you have uploaded documents for all requirements that have been met. The certification request process will stop if either the Experi

Requirement that has been met. Each mandatory requirement must

1

(optional)

Step 1 is to click the “Browse” button.

Step 2 is to highlight the document.

Step 3 is to click the “Open” button.

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Certification Documents

You will be required to provide additional documentations. When you have uploaded documents for all requirements that have been met, press the 'Continue' button to continue the application process. The certification request process will stop if either the Experience or Training documents are not uploaded.

CONTRACTING - Level 2	
Upload documents for each mandatory requirement that has been met. Each mandatory requirement must be met for certification to be approved.	
Education	
Attach Supporting Documentation (optional)	
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload File"/>
Experience	
Attach Supporting Documentation (optional)	
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload File"/>
Training	
Attach Supporting Documentation (optional)	
<input type="text" value="C:\Documents and Settings\mark.avey\My Docu"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload File"/>
<input type="button" value="Continue"/>	

It shows the document pending. Employee clicks the “Upload File” button.

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Certification Documents

You will be required to provide additional documentations. When you have uploaded documents for all requirements that have been met, press the 'Continue' button to continue the application process. The certification request process will stop if either the Experience or Training documents are not uploaded.

CONTRACTING - Level 2

Upload documents for each mandatory requirement that has been met. Each mandatory requirement must be met for certification to be approved.

Education

Attach Supporting Documentation
(optional)

Browse...

Upload File



Experience

Attach Supporting Documentation
(optional)

Browse...

Upload File

Training

Attach Supporting Documentation
 [Review Supporting Documentation](#)  (optional)

Continue

The highlighted section shows that the document was uploaded. Press the "Continue" button to proceed.

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Career Field Certification Application

Please ensure that your email address is correct, as well as that of your supervisor. Press the 'Submit Application' button to submit the application to your supervisor. By submitting this application, you are agreeing to the Registrant Statement at the bottom the application.

Important! Fields marked with an asterisk (*) are auto populated from DCPDS through Data Mart. If there is any missing or incorrect data in your profile, you may request correction through your supervisor and Human Resource (HR) Department. Once DCPDS has been corrected, your profile will reflect updated information.

Application for SMITH, TEST D

Subj: Application for Career Field Certification

1. I apply for certification to level II in the CONTRACTING career field.
2. I meet all of the requirements necessary for certification identified on the previous certification checklist.

Registrant Statement

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith.

Contact Information

*Registrant Name (First MI Last)

TEST D SMITH

Supervisor Name

TEST SUPERVISOR

Registrant Email

aveym@hotmail.com

Supervisor Email

mavey@asmr.com

Organization

Defense Commissary Agency (DeCA)



Submit Application

Employee clicks the “Submit Application” button to finish the application.

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Confirmation

Your application has been submitted to an approval authority.

Application Details

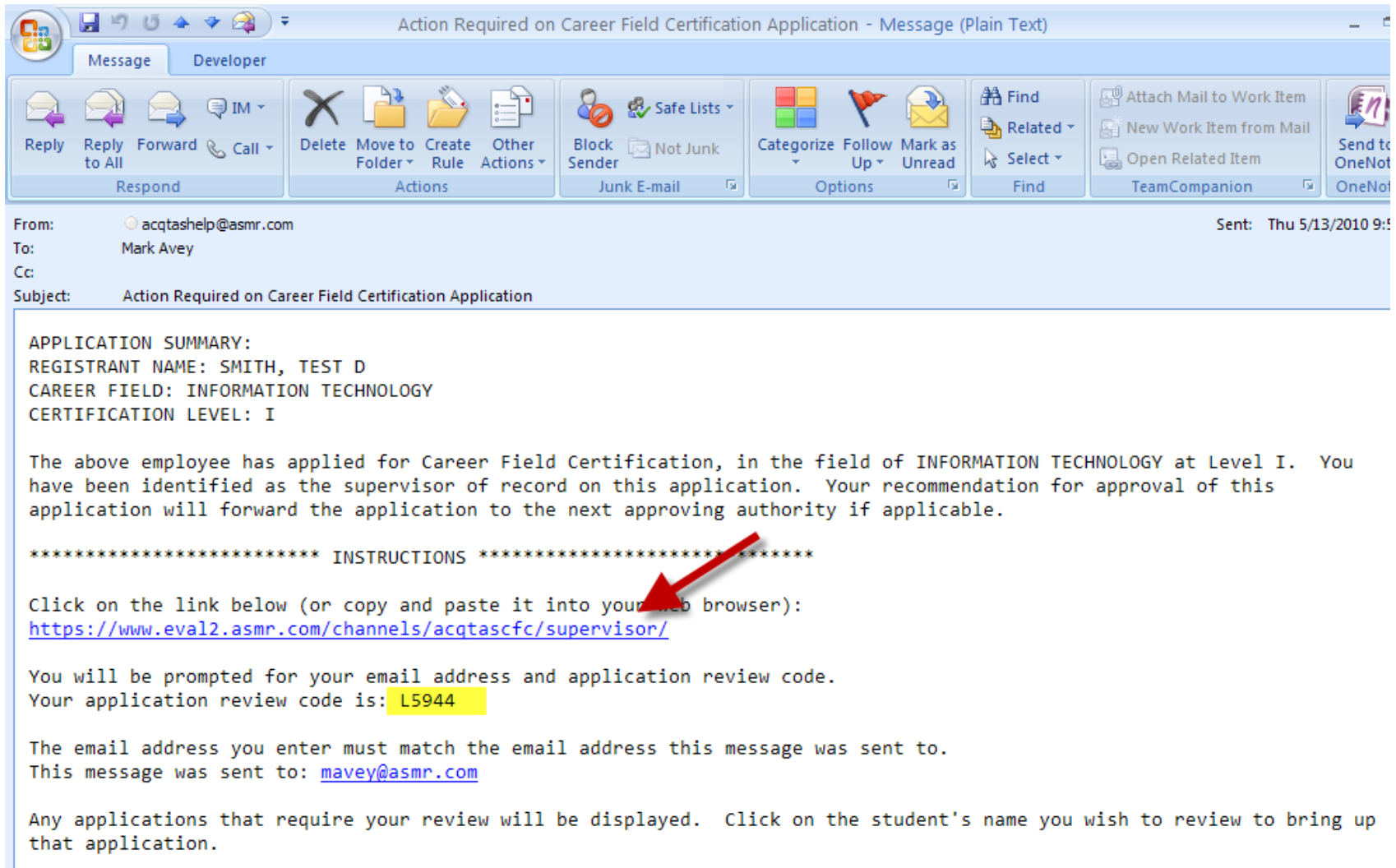
Career Field	CONTRACTING
Certification Level	II
Submit Date	5/17/2010

[Questions? Problems? Suggestions? Please email us now.](#)

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Employee receives a Confirmation page that the application has been submitted.

Supervisor



Supervisor receives an email that the application needs to be processed.

Supervisor Functions

Pending Applications

Processed Applications

Supervisor Login

Please enter your email address and application review code as stated in the application request email that you received. Press the 'Continue' button to proceed.

Supervisor LoginEmail: Application Review Code: Continue

[Questions? Problems? Suggestions? Please email us now.](#)

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Supervisor will enter their email address and enter the Application Review Code. Press the “Continue” button.

Supervisor Functions

Pending Applications

Processed Applications

Application List

Below are applications pending your review and approval. Click on the registrant's name to access the application.

Pending Applications

Name	Career Field	Level Requested	Days Pending ▲
SMITH, TEST D	CONTRACTING	II	0
Total: 1			

Supervisor will click on the employee's name.

Supervisor Functions

Pending Applications

Processed Applications

Career Field Certification Application

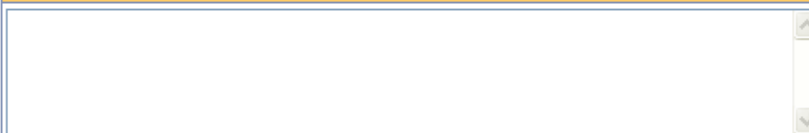
Review the Career Field Certification application below. Use the certification checklist near the bottom of the page to review the standards met by this registrant. Use the 'Final Approval Authority Remarks' area to input any comments you would like associated with the application. By clicking the 'Approve' button at the bottom of the page, you agree to the Approval Authority Statement below.

Application for SMITH, TEST D

1. I apply for certification to level II in the CONTRACTING career field.
2. I meet all of the requirements necessary for certification identified on the certification checklist.

Approval Section

Approval Authority Remarks (1000 character limit)



Approval Authority Statement

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith.

Certification History

Career Field	Level Achieved	Date Achieved
CONTRACTING	I	2/12/2010
FACILITIES ENGINEERING	I	5/18/2009
INFORMATION TECHNOLOGY	I	5/13/2010
INFORMATION TECHNOLOGY	III	5/14/2010
TEST & EVALUATION	I	2/12/2010
SYSTEMS SUSTAINMENT MANAGEMENT	I	3/5/2010

[Review ACQ Training History>>](#)

The top part of the application shows the supervisor what Career Field and Level the employee is making the application.

CONTRACTING - Level II Checklist	
<input checked="" type="checkbox"/>	Education Baccalaureate degree At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (Desired) Graduate studies in business administration or procurement <i>No Education Documentation Provided</i>
<input checked="" type="checkbox"/>	Experience Up to 12 months of education in acquisition may be counted toward fulfilling the experience standard required for certification 2 years of contracting experience (Desired) An additional 2 years of contracting experience <i>No Experience Documentation Provided</i>
<input checked="" type="checkbox"/>	Training CON 202 Intermediate Contracting [PGE] CON 204 Intermediate Contract Pricing [BU6] CON 210 Government Contract Law [BDP] 2 Electives Download Training Documentation
<input checked="" type="checkbox"/>	I have fulfilled or met the training requirement through equivalent training or academic courses.



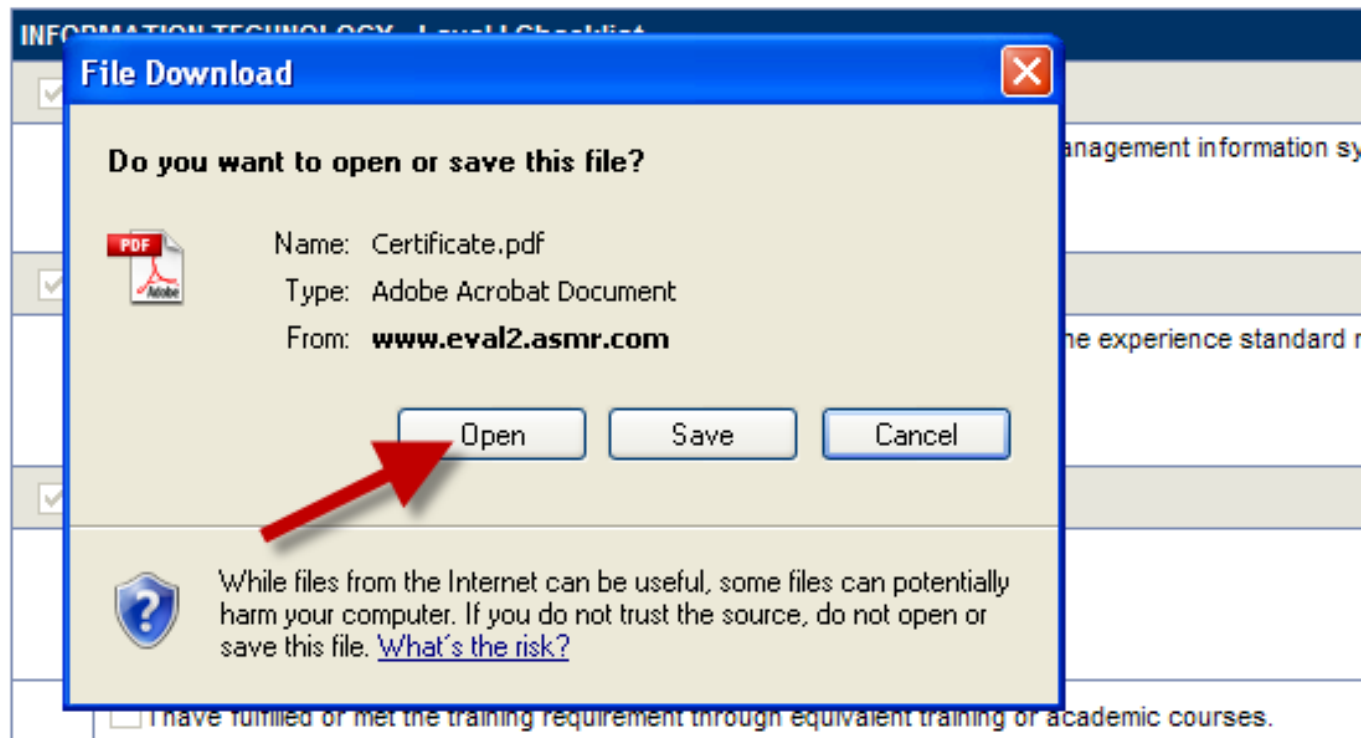
Fulfillment Program
For each training course met by the fulfillment program, please provide the training course and the date the fulfillment was approved. <div></div>
Equivalent Training
For each training course met by equivalent training, please provide the training course, the name of the equivalent training (include course number if applicable), the name of the institution where the training occurred, the start and end dates of the training, and the grade you received. <div>I will attach my equivalent certificate</div>

If you feel you need more information to process this application, [click here](#) to email registrant.

Approve

Disapprove


The bottom portion of the application shows the checklist that the employee had completed. The supervisor can click on the “Download Training Documentation” link.



The File Download process. Click on the “Open” button to retrieve the document.



The documentation appears in a new window.

CONTRACTING - Level II Checklist	
<input checked="" type="checkbox"/>	Education (Desired) baccalaureate degree, preferably with a major in computer science, management information systems, business administration, or a related field  Download Education Documentation
<input checked="" type="checkbox"/>	Experience Up to 12 months of education in acquisition may be counted toward fulfilling the experience standard required for certification 1 year of acquisition experience in information technology <i>No Experience Documentation Provided</i>
<input checked="" type="checkbox"/>	Training ACQ 101 Fundamentals of Systems Acquisition Management [BU5] IRM 101 Basic Information Systems Acquisition [JHD] SAM 101 Basic Software Acquisition Management [JHB] <i>No Training Documentation Provided</i>
<input type="checkbox"/>	I have fulfilled or met the training requirement through equivalent training or academic courses.

If you feel you need more information to process this application, [click here](#) to email registrant.



Approve

Disapprove

[Questions? Problems? Suggestions? Please email us now.](#)

Supervisor makes the decision to Approve or Disapprove the application.

Approval

Final Approver Functions

Pending Applications

Processed Applications

Approval Authority Login

Please enter your email address and application review code as stated in the application request email that you received. Press the 'Continue' button to proceed.

Approval Authority LoginEmail: Application Review Code: Continue

[Questions? Problems? Suggestions? Please email us now.](#)

**Approver receives email with instructions to log on.
Approver enters email address and Application Review
Code and press the “Continue” button.**

Final Approver Functions

Pending Applications


Processed Applications

Application List

Welcome aveym@hotmail.com !

Below are applications pending your review and approval. Click on the registrant's name to access the application.

Pending Applications



Name	Career Field	Level Requested	Days Pending ▲
SMITH, TEST D	CONTRACTING	II	0
Total: 1			

Approver clicks on the employee name hyperlink.

Final Approver Functions

Pending Applications

Processed Applications

Career Field Certification Application

Review the Career Field Certification application below. Use the certification checklist near the bottom of the page to review the standards met by this registrant. Use the 'Final Approval Authority Remarks' area to input any comments you would like associated with the application. By clicking the 'Approve' button at the bottom of the page, you agree to the Approval Authority Statement below.

Application for SMITH, TEST D

1. I apply for certification to level III in the **INFORMATION TECHNOLOGY** career field.
2. I meet all of the requirements necessary for certification identified on the certification checklist.

Approval Section

Approval Authority Remarks (1000 character limit)

Approval Authority Statement

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith.

Certification History

Career Field	Level Achieved	Date Achieved
CONTRACTING	I	2/12/2010
FACILITIES ENGINEERING	I	5/18/2009
INFORMATION TECHNOLOGY	I	5/13/2010
TEST & EVALUATION	I	2/12/2010
SYSTEMS SUSTAINMENT MANAGEMENT	I	3/5/2010

[Review ACQ Training History>>](#)

Top half of certification application.

CONTRACTING - Level II Checklist	
<input checked="" type="checkbox"/>	Education
	Baccalaureate degree At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (Desired) Graduate studies in business administration or procurement <i>No Education Documentation Provided</i>
<input checked="" type="checkbox"/>	Experience
	Up to 12 months of education in acquisition may be counted toward fulfilling the experience standard required for certification 2 years of contracting experience (Desired) An additional 2 years of contracting experience <i>No Experience Documentation Provided</i>
<input checked="" type="checkbox"/>	Training
	CON 202 Intermediate Contracting [PGE] CON 204 Intermediate Contract Pricing [BU6] CON 210 Government Contract Law [BDP] 2 Electives Download Training Documentation
<input checked="" type="checkbox"/>	I have fulfilled or met the training requirement through equivalent training or academic courses.

Fulfillment Program
For each training course met by the fulfillment program, please provide the training course and the date the fulfillment was approved.
<div></div>

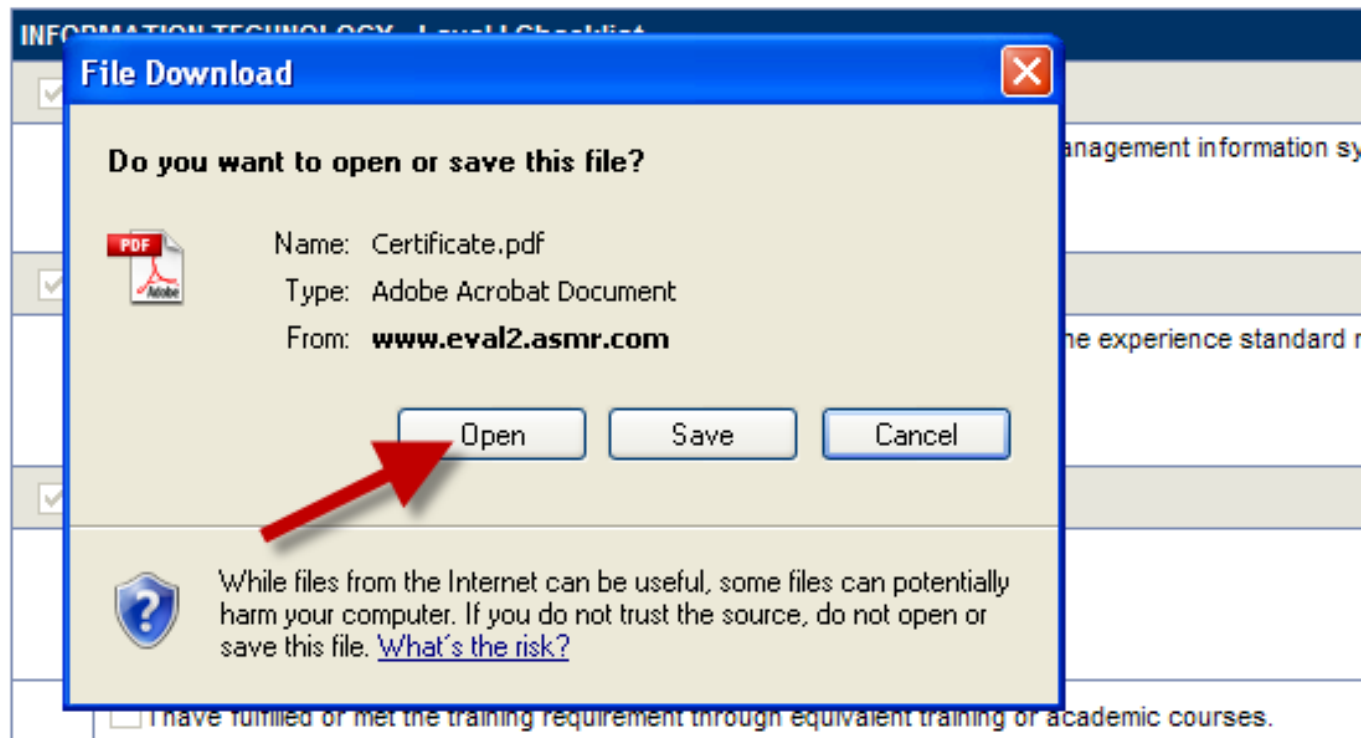
Equivalent Training
For each training course met by equivalent training, please provide the training course, the name of the equivalent training (include course number if applicable), the name of the institution where the training occurred, the start and end dates of the training, and the grade you received.
<div>I will attach my equivalent certificate</div>

If you feel you need more information to process this application, [click here](#) to email registrant.

Approve

Disapprove

The bottom portion of the application shows the checklist that the employee had completed. The approver can click on the “Download Education Documentation” link.



The File Download process. Click on the “Open” button to retrieve the document.



The documentation appears in a new window.

CONTRACTING - Level II Checklist	
<input checked="" type="checkbox"/>	Education Baccalaureate degree At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (Desired) Graduate studies in business administration or procurement <i>No Education Documentation Provided</i>
<input checked="" type="checkbox"/>	Experience Up to 12 months of education in acquisition may be counted toward fulfilling the experience standard required for certification 2 years of contracting experience (Desired) An additional 2 years of contracting experience <i>No Experience Documentation Provided</i>
<input checked="" type="checkbox"/>	Training CON 202 Intermediate Contracting [PGE] CON 204 Intermediate Contract Pricing [BU6] CON 210 Government Contract Law [BDP] 2 Electives Download Training Documentation
<input checked="" type="checkbox"/>	Message from webpage

Fulfillment

For each training course approved.

Training Course	Equivalent Training
Name: SMITH, TEST D Career Field: CONTRACTING Level Achieved: II	For each training course met by equivalent training, please provide the training course, the name of the equivalent training (include course number if applicable), the name of the institution where the training occurred, the start and end dates of the training, and the grade you received. I will attach my equivalent certificate

If you feel you need more information to process this application, [click here](#) to email registrant.

Approve

Disapprove

Approver will click the “Approve” or “Disapprove” button.